Job Description

Corporate Accountant

Critical features of this job are described under the headings herein. PDC Energy reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Corporate Accountant</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Accounting</td>
</tr>
<tr>
<td>Job Location:</td>
<td>Denver, CO</td>
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<tr>
<td>Reports to:</td>
<td>Senior Corporate Accountant</td>
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<tr>
<td>Job Category:</td>
<td>Support Services</td>
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<tr>
<td>Career Progression Matrix:</td>
<td>SS Professional</td>
</tr>
<tr>
<td>Career Progression Classification Range:</td>
<td>1-2</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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I. SUMMARY
A brief description summarizing the overall purpose and objectives of the position and the results the worker is expected to accomplish.

The Corporate Accountant participates as a member of the Financial Reporting Department and plays a vital role in preparing various corporate accounting activities and the timely preparation of internal documents, analyses, and financial and operational information for internal management reporting and external (SEC) reporting.

II. ESSENTIAL FUNCTIONS
The tasks, duties, and responsibilities of the position that are most important to get the job done.

1. Account for compensation, benefits, share based compensation, commodity derivatives activities, corporate G&A activities and equity accounting activities;
2. Coordinate activities with human resources, marketing, finance, legal and other departments to obtain information needed to record corporate accounting activities. Become fluent with reporting from supporting applications utilized by these departments including ADP, Concur, Equity Edge, Kiodex, and ContractLogix;
3. Assist with the preparation and consolidation of key data and information into meaningful internal reports, e.g. the Monthly and Quarterly Financial Reports (MFR/QFR);
4. Assist with managing the closing process and ensure others adhere to deadlines;
5. Interface with departments to gather data, track deadlines, pose questions, and provide status updates;
6. Ensure consistent standards, layouts, and formats across reports and presentations;
7. Apply written communication skills to supplement written explanations of data;
8. Iteratively improve reports and presentations to respond to and anticipate the evolving needs of leadership and the organization;
9. Triage and respond to requests to investigate data anomalies or discrepancies, involving other departments including special projects and ad hoc reporting requests as needed;
10. Attend and provide meaningful input at critical accounting and financial reporting meetings;
11. Demonstrate commitment to safety and environmental compliance in all job aspects.

III. KNOWLEDGE, SKILLS AND ATTRIBUTES
The specific minimum competencies required for job performance.

1. Excellent interpersonal skills with the ability to build and maintain effective working relationships across all levels of the company;
2. Ability to manage multiple projects in a deadline-oriented function;
3. Strong knowledge of U.S. GAAP;
4. Possess advanced technical computer skills, including Excel, Word, and PowerPoint;
5. Strong analytical, documentation, and problem solving skills;
6. Detail oriented professional with strong written and oral communication skills;
7. Ability to manage and maintain confidentiality of sensitive information in a professional and discrete manner.
IV. SUPERVISORY RESPONSIBILITIES
The scope of the person’s authority, including a list of jobs that report to the incumbent.

1. While there are no initial direct supervisory responsibilities for this position, the Corporate Accountant demonstrates the ability to lead others on project or work efforts, serves as a resource or mentor for other staff, and will therefore be available to formally supervise staff on an as needed basis.

V. WORKING CONDITIONS
The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Consistent with that of a normal office environment.

VI. MINIMUM QUALIFICATIONS
The minimum level of education, experience, and certifications required to perform the job.

1. Bachelors of Science in Accounting, Finance or related major;
2. CPA preferred, with 3+ years accounting experience required;
3. Strong knowledge and application of U.S. GAAP;
4. Working knowledge of SAP, Blackline strongly preferred;
5. Oil and gas industry experience preferred;

VII. PDC ENERGY VALUES

1. Integrity – We live by our word. We strive to be fair and honest, maintain high ethical and moral standards, and are known for doing what we say we will do.

2. Stakeholder Focus – We treat stakeholders fairly. We aim to exceed internal and external stakeholders’ expectations by understanding their needs and requirements to ensure we deliver on our commitments. We collaborate with our fellow employees, investors, partners, service providers and communities in a transparent manner that builds trustworthiness.

3. Performance Driven – We are driven to excel. We demonstrate our commitment to achieving quality results through visible leadership, sound growth, financial discipline, innovation and continuous improvement.

4. Teamwork – We are one company. We will succeed far beyond our individual contributions through effective teaming. Each of our contributions and roles are critical to ensure our collective success.

5. Respect – We foster respect. We respect each other through our actions, the environment and the health, safety and well-being of our employees as well as the communities where we live and work.